

## **DEPARTMENTAL WEEKLY REPORTS**

**June 27, 2014**

### **Electric**

After five years, all the substations and their circuits are on the SCADA system. Remote control switching and system surveillance as well as alarms from faults and equipment failure are now possible.

Two thirds of the electric meters replaced during the smart meter project were sold for over \$7,000. The unwanted ones have no salvage value and will be disposed of.

The line crews responded to outages on several University buildings and found University owned primary cables had blown up and the line crews had a damaged underground cable at the Cottages at the Plaza which was caused by concrete construction. The crews have also started moving transformers at Newark Preserve after developers staked out the wrong places for them which are too close to driveways.

The electricians changed the batteries at a substation transformer, continued assisting the contractor with the infrared scan of the aerial circuits, and worked on the SCADA punch list. The infrared scan so far has come up with a couple of important hot spots. One that was fixed immediately, and another that is scheduled soon when a 34kV circuit will be off for other work.

Engineering, the meter technician, and a lineman, participated in smart meter training. Engineering worked with the electricians and the SCADA developer on the punch list, completed a fault study for a University building, and managed several projects including a 30,000 lbs. transformer pickup scheduled later this week and an important pole upgrade at a railroad crossing scheduled for next week.

### **Parks & Recreation**

#### **Administration & Planning**

Joe and I attended the Council/Staff Retreat last Saturday.

I completed and submitted my 2014 end-of-year expenditure projections and 2015 Operating Budget.

Last Thursday we met with our general contractor, electrical contractor and light fixture manufacturer representative regarding the lights on the Pomeroy Trail. Water is getting into the light fixtures and causing some lights to short out. We believe we have identified the problem. The manufacturer is working on a resolution.

Curtis Mill Park Update:

- We will complete the task of on-site soil relocation this week.

- Began importing and placing top soil.
- Began installing the storm water system in the front area of the site.
- Completed test rolls of base materials.
- Sub-contractors are on site starting to work on construction items related to the new traffic signal.



Tom completed park inspections and developed related maintenance work orders.

Tom and Joe conducted the first Newark Community Garden organizational meeting at Fairfield Park last week. Ten local residents will work with us to establish guidelines for the garden program slated to begin next spring. The group will continue to meet this summer and fall.

Tom met with our arborist contractor concerning the removal and/or pruning of several trees at various sites.

We completed interviewing to fill two (2) vacant seasonal Park Maintenance positions. The new employees were scheduled to start on June 23.

### Parks Maintenance

Mowing operations continue.

The crew completed the installation of a replacement children's play unit at Wilson Park.

We repainted the section of parking lot at Wilson Park used for Safety Town.

The crew completed several general park maintenance work orders during the week.

We committed significant time last Friday and this Monday loading and unloading equipment and supplies used for Saturday's A New Night Newark event.

The crew set up and removed the stage for the final Spring Concert.

We could really use some rain right now. New plantings are in need of watering. We'll be hand watering very soon if we don't receive a decent amount of rainfall.

## Recreation Services

Last week more than 190 children participated in various recreation camps and activities.

Our largest summer camp is our Rittenhouse and Hobbit Camps. The camps consist of four two-week sessions. The first week of session I culminated with boat races in the creek. Great fun!! Each group made a boat from materials they found in the natural surroundings and raced them down the creek. The youngest girls group won the race!

We conducted a youth basketball camp last week. It received great reviews from the campers. The camp included a visit by Joe Richmond, a former member of the Harlem Globe Trotters.



While summer activities have just gotten underway, recreation staff are busy planning for fall programs and events.

Paula worked the children's games area at A New Night Newark.

Sharon prepared the vendor line up for the July 4<sup>th</sup> Liberty Day event and distributed necessary information to the participating vendors. She also worked with the Health Department to ensure that all food vendors had the appropriate permits for the event.

Sharon met with the Eco Kids Camp instructor about next week's camp and some additional classes for the fall.

The final Spring Concert was held featuring Ace of Hearts. They played to a group of approximately 80 people.

Camp GWC had a successful first week at the George Wilson Center. We had over 40 kids for the week and approximately 25 in aftercare each day. Camp GWC continues through August 8. We also held an Art Camp at the Center last week.

Joe and Paula attended the "New Night Downtown" organizational meeting with Planning, Parks, Police and Public Works to finalize event logistics.

Joe attended the Newark Bicycle Committee meeting.

Joe has been meeting with his recreation staff about fall programs in preparation for the Fall E-Newsletter.

## **Finance**

I will be out of the office from June 26 until July 7, 2014 due to a medical procedure.

I held discussions with Paul Murray of Morgan Stanley to reinvest \$590,000 in matured and/or called investments in the cash reserve portfolio.

## **Customer Service**

We are nearing the final stages of the smart meter project implementation. One of the final components is the integration of "Customer Connect," which is the online portal that allows customers to view their utility usage and manage their accounts remotely. The launch was kicked off the first week of June, and the staged approach to the conversion is proving successful. Through June 25, 2014, more than 1,300 residents were enrolled in the new Customer Connect portal. We will continue to keep you posted with our progress.

The Customer Service group also continues to work on other implementation items related to the smart meter project. The smart meter working group continues to hold progress meetings. The most recent meeting was held on June 26, 2014, and a follow-up is scheduled for July 11. We expect Honeywell to request a formal "cutover" and transition the project management to the City of Newark team thereafter.

## **Accounting**

The accounting staff has finalized the Comprehensive Annual Financial Report (CAFR), and it will be published on Monday, June 30, 2014 to the City's website. As always, the CAFR will be presented to Council by the City's independent auditors after it is published.

The Department Directors are gearing up for the 2015 budget process, which should kick off the week of July 7.

## **Alderman's Court**

We processed a total of 39 arraignments, 63 trials, 4 case reviews, 2 pleas, 9 capias returns, and videoed 5 prisoners from prison.

## **Police**

There were no major issues to report in regard to the "New Night Downtown" event that was held on June 21<sup>st</sup>. However, three arrests were made for minor violations. Two of the arrests were for disorderly conduct and one for underage consumption of alcohol. Many residents stopped by the police display booth to have a child identification card made. As usual, Lt. Hargrove did a great job in planning the police portion of the event.

As of Wednesday, June 18<sup>th</sup>, police staffing plans have been finalized and distributed to police personnel for the Fourth of July.

Joshua Brechbuehl, IT Manager, made arrangements for a vendor to meet with police staff to discuss upgrading our software to better track police activity and productivity. Patrol Lieutenant Kevin Feeney gave a presentation to the vendors outlining the existing system and upgrades that are needed. Joshua facilitated the discussion between police personnel and the vendor and with the new software it appears we will be able to greatly improve our data collection.

Recruit Graber and Recruit Heath are attending their final weeks of training at the Delaware State Police Academy. The graduation ceremony will be held in Dover on July 11<sup>th</sup>. City Manager Carol Houck, Deputy City Manager Andrew Haines, Chief Paul Tiernan, and police staff will be in attendance.

### **City Manager's Office**

#### **Personnel**

- Attended an educational seminar on the "New Normal of Policing" with City Manager Carol Houck, Chief Tiernan and Lieutenants Feeney and Farrall. The program had quality elements that could benefit the City of Newark and its operations.
- On Saturday, I participated in the Council-Staff Development event at the Newark Country Club. Similar to Council comments on Monday night, I believe there were beneficial elements to the program, one of which is this, the Weekly Report. I will be working with staff to reformat all departments and create the standardized template for continuity for Mayor and Council.
- Monday morning, I presented to members of the FOP Executive Board, Captains, Lieutenants and Sergeants the City Manager's Reorganization and Succession Plan for the Police Department. Questions naturally stemmed from this process, and I anticipate multiple engagements with the FOP over the coming weeks to further fine tune the proposal.
- Finance Director Lou Vitola and myself spent several hours reviewing and assessing the data behind various personnel matters among multiple departments.
- I met with multiple employees on personnel matters.
- The first employee has officially retired under the ERIP program. Dwayne "Stretch" Ervin has retired from the Refuse Division taking advantage of the incentive and July 1 commencement.
- Today (Thursday) will be the last of the 6 webinar series on effective management for the management staff. ICMA has provided this opportunity, and to date, 4 of 5 have been positively received.
- Later today (Thursday), Marta and I will have a CWA-City meeting regarding the ongoing Dispatcher scheduled discussion. These efforts and/or dialogue have been occurring since February.

IT Weekly Status Report		
Total Tickets Currently Open - 108		
Total Tickets Opened Last Week - 71		
<b>Voice Over IP (Phone System) Replacement</b>	<b>On-Track</b>	<b>Expected Completion Fall 2014</b>
Moving the City away from standard Copper phone system to new Voice over IP (VOIP) Phone System		
Latest Update: Contract Signed, Equipment being purchased		
City will see improved call control, conference call features, voice mail integration, collaboration and call clarity. This will also cut down or even eliminate long distance phone charges.		
<b>Terminal Server Solution</b>	<b>On-Track</b>	<b>Expected Completion Summer 2014</b>
Provides "Thin Client" Devices for selected departments to operate computers in a centralized, shared environment. Excellent for environments like the City Yard and other remote locations where expensive computers are not required.		
Latest Update: Configuring Devices		
Users will be provided low-cost alternatives to high priced PC's. These devices will be used to remotely connect to a server, hosted in the City's server room, to access key business applications. This project is a pilot for future City growth and allows for ease of device/user management as well as quick replacement during failure.		
<b>Harris iNOVA Module Integration</b>	<b>Hold</b>	<b>Expected Completion Summer 2014</b>
Module Integration Software will link together CityView, Cashiering, MUNIS and provide cross platform search capabilities		
Latest Update: Not yet started		
Users will be able to search and pull reports from all systems as if they were one central database. This allows the users to effectively check for customers in good standing.		
<b>PCI Compliance</b>	<b>Started</b>	<b>No ETA</b>
City has upgraded itself to higher standard for PCI Compliance. New benchmarks are required and City is working towards those new benchmarks in security and process.		
Latest Update: Information Gathering		
Achieving this higher standard of PCI compliance will provide the City a better level of security for monetary transactions.		

## Planning & Development

### Planning

Considerable time was spent preparing for the July 1, 2014 Planning Commission meeting. On the agenda are:

1. Review and consideration of the minor resubdivision of the 1.84 acre property at 218 East Main Street and Special Use Permit to add four apartments with first floor parking to the site.
2. Review and Public Hearing of the Newark Comprehensive Development Plan V.

Considerable time was spent this week preparing the Department's 2015 budget submittals, involving Parking, Code Enforcement and Planning personnel and projects.

Work continued this week reviewing the Lofts at Center Street development plan for staff comment and transmittal to the developer.

Some time was spent preparing for the Rental Housing Needs Assessment Study Phase I Technical Advisory Committee organizational meeting scheduled for **Thursday, June 26, 2014 at 7 p.m.** in the City Council Chamber.

On Saturday morning, all Planning and Development Department management staff attended the Council-Staff retreat event at the Newark Country Club.

Please note below Council-Staff Retreat Event follow-up:

At the Council/Staff Retreat, an attendee expressed concern regarding the Comprehensive Development Plan containing language encouraging families with children “to move out of Newark,” which came as a surprise to Council and staff alike. After the event, Development Supervisor Mike Fortner reached out to her to discuss the matter, and to reiterate that the Comprehensive Plan V (Draft) currently being reviewed by the Planning Commission encourages, as part of its Vision, an “inclusive community” for people of all ages, and particularly aspires to attract young professionals and families with children, and therefore, if there is any portion of Plan V that seems to indicate otherwise, it is either unintended or taken out of context. They exchanged contact information and said she would follow up with him about the location of the language that concerned her so it can be addressed. As of this morning, Mike has not heard from her; however, his own research indicates that it could only come up from two possible sources:

On page 116 of the Plan V (Draft), there is a summary of the findings of Newark’s Economic Development Strategy and Action Plan (2011) conducted by the Wadley-Donovan Group. The 2011 Plan including findings on “Assets” and “Challenges” for economic development in the greater Newark area. One of the findings cited under “Challenges” on page 116 states: *“The Christina School District shows unfavorable statistics. Interviewed employers report that many of their managers and professional employees prefer to live in southern Chester County, Pennsylvania and other locations within New Castle County, such as Bear and Middletown, for access to better public schools.”* Upon review, the Planning and Development Department believes this to be an accurate statement that reflects concerns of City residents and business leaders in the Economic Development Strategy and Action Plan and in numerous public workshops conducted for the update to the Comprehensive Development Plan. We do not believe this statement encourages families with children to move from the City; rather, it is a rational recognition of a “challenge” that the City faces with economic development and attracting families with children to Newark.

Another possibility is that on page 22 of the Plan V (Draft), under the section “Age Characteristics,” item #2 states: *“Approximately 40% of the total 2010 City population are between the ages of 20-34, the childbearing cohort. If Newark was not a “college town”, such a high percentage of the population within prime childbearing age might indicate a surge in births over the next 10 years; however, it is anticipated that many of these current residents will relocate over the next 10 years, before they start families.”* This statement, in its context, is referring to the process used by the Delaware Population Consortium and other agencies use to model for birthrates estimating anticipated future growth. When the Delaware Population Consortium looks at Newark, they have to adjust their model to reflect

the transient nature of the college age population. Otherwise, it would show Newark as having an outsized surge in new births over the next 10 years. Again, upon Department review, we do not believe this statement encourages or advocates for young people to move out of Newark; rather, it is an analysis of how the demographics likely shift in a college town when many of the residents that are in this age group will move once they have completed college.

Again, the intent and vision of the Comprehensive Development Plan V is for the City to be a place that is “inclusive” and where families live and children grow up. Nowhere in the Plan would we want any language to imply that the City wants families with children to move. If any other sections are brought to our attention, Mike will review them to make sure the statement is not communicating something unintended.

The Planning Commission will hold an “Open House” Public Workshop between 4 p.m. and 7 p.m. on Tuesday, July 1<sup>st</sup>, on the proposed Draft of the Comprehensive Development Plan V. The Workshop is set up so that residents can stop by at their convenience between 4-7 p.m. to view exhibits and discuss proposals with City staff. The Workshop will be followed by a Planning Commission Public Hearing at 7 p.m. in the City Council Chamber as part of the regularly scheduled Planning Commission meeting. At the meeting, the Planning Commission is expected to review, take public comment, and give a final recommendation to City Council on the proposed Comprehensive Development Plan V.

Regarding the 4 p.m. start time for Workshops which was also brought up at the retreat, these are set up for residents to come at any time that is convenient for them between 4 p.m. and 7 p.m. For many residents, 4 p.m. is a desirable time to attend a public workshop or meeting, especially among retirees, University employees, and self-employed people. Generally, there is a preference to attend meetings or workshops directly after work rather than to return home after work and have to leave again to attend a meeting or workshop. This became apparent several years ago working with the DNP’s Design Committee to gather public input for Downtown Newark. The Committee’s idea was to have a presentation at 4 p.m., and repeat of the presentation at 7 p.m. The thought was that we would only get a few people (mostly retirees) for the 4 p.m. presentation and the more highly attended presentation would be at 7 p.m. To our surprise, the 4 p.m. presentation was better attended by a more diverse group of individuals and generated more discussion than the 7 p.m. presentation. That is why, during the public outreach effort for the update to the Comprehensive Development Plan, that Mike has set many activities starting at 4 p.m., as well as in the evening. Morning workshops were also held starting in the morning between 6 a.m. and 9 a.m. (Morning Commuter Workshop) and additional input has been solicited at community events such as Community Day and Newark Day, as well as at private and community group events.

Finally, at the Council-Staff event at the Newark Country Club, concern was raised about the lack of fire exit signs in the meeting room. The Fire Marshal was consulted who indicates that the Code does not require fire exit signs in private dining rooms where the occupancy load is less than 50.



### Economic Development

This week DNP Administrator Ricky Nietubicz spent considerable time preparing for A New Night Downtown (June 21, 3-9 p.m.). This newly formatted event was well attended and feedback from the Downtown merchants and members of the community were favorable. Review will continue for potential tweaks for next year's event.

### Community Development

This evening Ricky will staff the 41<sup>st</sup> Year Community Development Block Grant Program (July 1, 2015 - June 30, 2016) and 2015 Revenue Sharing Program (January 1 - December 31, 2015) Open House. Ricky will provide information and answer questions for potential applicants. The open house will be held from 5-7 p.m. in the Library/Conference Room.

### Parking

On Friday afternoon, I joined City Manager Carol Houck, Solicitor Bruce Herron, Finance Director Lou Vitola and Parking Administrator Marvin Howard in a meeting with the Newark Development Trust to discuss the Lot #1 garage project.

The Parking Division also assisted the Downtown Newark Partnership in preparing for a New Night Downtown which was held on Saturday, June 21<sup>st</sup> from 3-9 p.m.

On Monday evening Marvin and I attended the City Council meeting. At the meeting, Council awarded the contract for credit/debit card enabled single space parking meters to the IPS Group.

The contract for the Phase I Environmental Study necessary for the Lot #1 garage land swap agreement is underway.

### Code Enforcement

The South Main Commons development project is nearing completion. The developer was to install stone along the west side of the western most building along the first floor to match all other sides (and all other buildings), but did not. He was advised of the omission early last week. Considering the timeframes for his financing tenant commitments, the CED has agreed to provide a Certificate of Completion with 90 days to make the building comply with the approved elevations for the project. Failure to comply will cause the revocation of the CC.

163 South Main Street demolition is complete.

178 South Chapel Street demolition is complete.

158 East Main Street demolition of the garage is complete.

Code Enforcement Officer Tim Poole is on jury duty till mid to late next week.

## Public Works & Water Resources

### Management

- In conjunction with the department's initiative to implement the City of Newark Roadway Sign Retroreflectivity Plan, a coordination meeting with the University of Delaware's T2 Center for Civil Engineering was held to identify areas where interns can be used to support in the data collection phases of the plan. Additionally, the data collection system, the data to be collected and most prevalent existing signage within the City was determined. Intern candidates are being scheduled for interviews on the week of June 30.
- A field scoping meeting was conducted with an Asplundh crew leader to identify sewer easement clearing locations and develop costs for the 2015 budget. We have many manholes that are in need of maintenance that aren't accessible due to heavy overgrowth. We are planning on including easement clearing in the 2015 budget. For an example of the challenges faced, we recently found a manhole under a ~100' tall tree that is likely going to require full manhole replacement once the tree is removed due to root damage:



- The management team attended an Innovations in Sewer Maintenance webinar in the City Hall training room.
- The Transfer Station Soil Sampling Plan required by DNREC for analysis of potential soil contamination has been developed by JMT and sub-consultant Brickhouse Environmental. The Plan has been reviewed and submitted to DNREC for approval.
- Work is underway at the McKees Park solar park. The contractor has performed earthwork and is mobilizing ballast forming to the site next week.
- Preparation is underway for the impending EPA delegated agency audit now formally scheduled for July 10<sup>th</sup>.
- Completed preliminary 2015 operating budget and updated departmental profile. Have spent significant time getting budgetary estimates for 2015 capital projects.
- The contractor has begun remobilization to the White Clay Creek water main crossing project and installed the cofferdam. Main installation work will begin on July 1<sup>st</sup>.
- Filter Unit 2 at the Newark Water Treatment Plant is currently being disinfected and is close to coming back online. According to our water plant operators, the effluent water quality from recently rebuilt Unit 3 is cleaner than we have ever produced from this plant (even with brand new units) so we are very excited about the final results.

- Hosted a pre-construction meeting for the Corbit Street Area Water Main Replacement Project with the selected contractor. We are scheduling another meeting which will include UD as we are working on Ray Street which will require coordination.
- Hosted a kickoff meeting for the GIS grant project to discuss the details of the data acquisition process.
- Performed a site visit to a property on Barksdale Road which is experiencing drainage problems due to insufficient drainage in Barksdale Road. Provide insight to DelDOT to see if improvements could be integrated into the ongoing resurfacing project.
- We have identified the sewer main along the Christina downstream from 896 as an area of high inflow and infiltration which is consuming a large majority of available sewer capacity. We have identified easily repairable items which can be modified or repaired in house while we work on a formal sewer study. These repairs will reduce pumping expenses and reduce the potential for sewer overflows during heavy rain events.

## **Streets**

- The Streets Division supported the “New Night” Event on Saturday, June 21 by installing and removing detour signage for the Main Street closure.
- Remaining concrete foundations and onsite metal have been removed from McKees Park in support of the Solar Project.
- The Church Road catch basin near Casho Mill Road has been rebuilt and sealed prior to final concrete and asphalt placement.
- Asphalt repairs are ongoing at the VFW lot adjacent to City Hall.
- A catch basin in the City Hall parking lot has failed creating a sinkhole. This basin has been excavated and brick repairs are ongoing.
- The Street Division completed repairs to portions of the Pomeroy Trail which had slope failures during heavy rainfall near North College Avenue. Final adjustments to the riprap at the top of the slope and trimming of the filter cloth remain and are to be completed by the Parks Department in the coming weeks.



## **Refuse**

- Normal refuse collection operations conducted.
- The Refuse Division supported the “New Night” event on Saturday, June 21 by maintaining the Main Street trash cans during the event and delivering dumpsters.



## Water and Wastewater

- The Water Division utilized our vacuum excavator to replace and reset curb-boxes at 107 Old Cooches Bridge Road and 7 Donna Drive.
- Raised and installed new manhole frame and cover, replacing the outdated pick style lid, adjacent to the Christina River Bridge carrying Route 896.
- Loose bricks were removed and reinstalled below the manhole frame at Windsor and Country Club Drive.
- Sidewalk and street sweeping efforts were focused on the downtown area over the weekend in support of the “New Night” event on Saturday, June 21.

## Garage

- The Garage staff has been working on the body of our old standby refuse truck #458 welding in new floor sections which have work out due to use.



*Truck#458 Floor Repairs*

- We had a hydraulic cylinder failure on refuse truck 409 which required significant effort to repair. The truck has been down for several days as a result.
- Garage staff has also repaired the vacuum head on the street sweeper unit #230, welding in a liner to the pick-up tube and installing a large patch on the top deck. The repairs were completed in time for the vehicles utilization in support of the “New Night” event on Saturday, June 21. This vehicle is scheduled to be replaced in 2015 so we hope the repairs will buy us time to get to replacement.



*Street Sweeper Tube Section Loss*



*Street Sweeper Liner Installation*

## Stormwater

- ☛ Performed an Illicit Discharge investigation of a domestic water leak in the vicinity of UD Hartshorn Hall.
- ☛ Worked with Shaqueal and Dana Johnston to design a stream restoration website so residents could access plans, pictures and other information relating to the project. It can be found at: [www.cityofnewarkde.us/RiverRestoration](http://www.cityofnewarkde.us/RiverRestoration).
- ☛ Responded to 4 FOIA requests (65 Chapel, Korner Diner, Main Street Parking Garage, and Newark Square).
- ☛ Performed an Illicit Discharge investigation of a chilled water leak at the UD Laird Campus.
- ☛ Discussed ideas for stormwater management to mitigate nutrients at the Transfer Station if/when it is converted to a yard waste composting facility.
- ☛ Assisted with preparation of 2015 stormwater budget.
- ☛ Provided copies of Newark's post-construction stormwater management inspection reports to our engineering consultant who is preparing estimates for preparation of electronic documents which will enter data directly into the proposed GIS Database. We also provided an updated listing of all the Stormwater practices that have been constructed but not entered into our previous instance of ArcView so they can be integrated in the new database as we work through the GIS grant project.
- ☛ Met with a representative from Brandywine Nurseries and the White Clay Wild and Scenic program to discuss current maintenance needs at the three detention basins in the Hunt at Louviers.
- ☛ Met with JMT for a GIS grant kickoff meeting.
- ☛ Due to the increasing numbers of FOIA requests, worked with our stormwater intern to scan in all pre-2008 IDDE complaints/spill records. This will help speed up the FOIA research process by having the records available electronically.

CSH/mp